

# Procedure for Work Orders being performed by Contractor (Supervisor Edition)

If work order has not been entered, please follow the steps below. Otherwise, skip to step 4.

## Enter Work Order:

- 1) On Startcenter click on new Work Order button.



- 2) Enter:

A) Work Order Description	Work Order: 1742	PREVENTIVE MAINTENANCE.ELEVATORS ATT	Room Use: Elevator	Attachments
B) Location	Location: 1-27-01-1000L1	Elevator	Reported By's Department: FNU CUSTOMER PAYROLL	Site: 2
C) Work Type	Asset:		Building Description: Rafael Diaz-Balart Hall	Class: WORKORDER
D) Classification	Customer: 000010000	FACILITIES OPERATIONS & MAINTENANCE	Work Order Billing Details	Work Type: EM
E) Shop (Responsible for managing the work)	Classification: PREV MAINTENANCE ELEVATORS		Location Dll Type: N	Failure Class:
F) Vendor (Vendor who is doing the work)	Parent WO:		Location Billable: Non-Billable	Problem Code:
	Asset Description: Prev Maintenance.Elevators		Customer Billable?	Storeroom Material Status:
	Property Control #:		Status Date: 8/11 12:27 PM	Direct Issue Material Status:
	DIS #:		Status: COMP	Work Package Material Status:
	Repair Facility:			Material Status Last Updated:
	Repair Facility Site:			
Responsibility				
	Created by: REMIGIO JOBETH	Supervisor:	Owner:	
	Reported By: 1742	Lead: 1365051	ZAPATA, JOHN	Owner Group:
	Reported by Name: DELPOZO, DULCE	Shop: 220	Life Safety / Utility Systems (LSUS)	Service Group:
	Reported by E-Mail: ddelbozo@fu.edu	Vendor:		Service:

- 3) Change Status to APPR (Approved)



**Supervisor Input on Work Order:** (Supervisor is responsible for reviewing work order, assigning a contractor and making sure work is done.)

- 4) First, a contractor must be assigned to the work order. Go to the Vendor field on the work order tab screen and verify a vendor is listed.

Vendor: C24634 >> JOHN REX MOLL

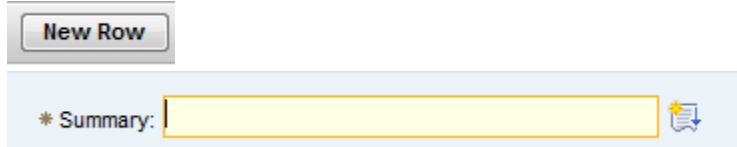
Person who Inspected the Work by Vendor: >>

8-29-11

- 5) Supervisor must enter information into the work order log on the log tab about what was done on the job.



- 6) Select New Row and enter information in the summary box.



- 7) Supervisor must enter Person who inspected the Work by Vendor Field. This is the field to track who reviewed the work.



- 8) The Supervisor must put the work order into the status "Contractor is Done with Work"



- 9) Finally, Supervisor must hand deliver all proposals, invoice and certificate of completion to clerical staff for entry into the system.